CITY OF HOUSTON
Job Posting

1	*Applications accepted from:*	**All Persons Interested**
2	*Job Classification*	**Airport Operations Coordinator**
3	*Posting Number*	**PN# 107193**
4	*Department*	**Houston Airport System**
5	*Division*	**Public Safety & Technology**
6	*Section*	**IAH – Security**
7	*Reporting Location*	**2800 North Terminal Road***
8	*Workdays & Hours*	**Varied, normally M-F ***

*Subject to change

9 DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Monitors federal, state, and airport security rules and regulations and issues corrective actions. Investigates and responds to Command, Control and Communications (C3's) staff and other airport personnel on security situations. Coordinates and monitors airport security and preventative safety measures relating to construction projects. Responds and maintains constant surveillance and radio contact with control tower concerning emergencies or unsafe conditions. Investigates and resolves conflicts between airport tenants, staff and the general public. Analyzes and generates data and prepares and presents oral and written reports as needed for safety audits by Transportation Security Administration (TSA). Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: walking long distances and standing for extended periods; making visual observations and attending to details amid distractions; operating City vehicles; dealing with people in tense situations; speaking and writing effectively; adjusting to critical and demanding work; being exposed to inclement weather conditions and airport noise; and working as a member of the team. May be required to lift up to forty (40) pounds. May be exposed to short periods of extreme stress. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of progressively responsible experience in airport operations, airport security or airport safety are required. Directly related professional experience may substitute for the above education requirement on a year-for-year basis.

13 MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14 PREFERENCES

Minimum of two (2) years of work experience in a highly stressful environment, i.e., law enforcement or security, an emergency room or emergency management office. Considerable knowledge of TSA rules and regulations related to airport security principles/procedures involved in the monitoring of airport or airline operations and security activities. Ability to communicate diplomatically and effectively, often in tense situations, with all levels of internal and external customers. Personal Computer experience with Windows and Microsoft Office Suite.

15 SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

16 SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
$1,362.00 - $1,574.00 Biweekly $35,412.00 - $40,924.00 Annually

18 OPENING DATE OCTOBER 19, 2005

19 CLOSING DATE NOVEMBER 1, 2005

20 APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

http://agency.governmentjobs.com/houstonair/default.cfm

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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